

BYLAWS
NEW MEXICO CHAPTER
AMERICAN SOCIETY OF SAFETY
PROFESSIONALS

Bylaws Adopted August 2022

Bylaws Approval:

Region Vice President Melissa Schmaltz
Melissa Schmaltz (Jan 17, 2023 07:11 MST)

Area Director: Mark S. Towers
Mark S. Towers (Jan 17, 2023 09:22 PST)

Chapter Chartered 20 October 1956

ARTICLE I-CHAPTER NAME

- Section 1 The name of this organization shall be the ~~New Mexico~~ Chapter of the American Society of Safety Professionals.
- Section 2 Hereinafter, The New Mexico Chapter will be referred to as the Chapter, and the American Society of Safety Professionals will be referred to as the Society.
- Section 3 The Chapter will be doing business as (OBA): NMASSP

ARTICLE II-PURPOSE

- Section 1 The purpose of this Chapter will be to promote the advancement of the safety profession, safety professionals, and development of its member in the geographical areas served.
- b)
- a) To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - b) To develop and disseminate, locally, information and materials that will carry out the goals and objectives of the Chapter and of the Society.
 - c) To provide and/or support forums for the interchange and acquisition of professional knowledge amongst its members.
 - d) To foster a liaison with local organizations of related disciplines.
 - e) To inaugurate and implement programs and projects that are consistent with the purposes of the Chapter and the Society.
 - f) To conduct Chapter affairs in a manner that will reflect the Mission and values of the Society.

ARTICLE III - MEMBERSHIP

- Section 1 Membership in the Chapter is open to those individuals who are members of the Society in good standing and who are located within the Chapter's geographical area or request

membership into the Chapter. All members of the Chapter shall be members of the Society.

Section 2 Membership is personal and not transferable.

Section 3 All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

ARTICLE IV - ORGANIZATION

Section 1 The Chapter is a not-for-profit organization, chartered by the Society, for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.

Section 2 In order to maintain its Charter, the Chapter shall have a minimum of 25 active ASSP members.

Section 3 The Chapter is located in Area A of Region II, and the Chapter's geographical area is defined as follows: All parts of New Mexico, excluding Lea, San Juan and McKinley Counties.

Section 4 An Executive Committee shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such a basis that will not impair the ability of the Chapter to pursue its purposes independently.

Section 5 The Executive Committee shall consist of the Elected Officers and Advisory Group Member(s) on the ASSP Advisory Group. Each member of the Executive Committee has the right to vote on matters of business brought before the Executive Committee for consideration.

Section 6 Each major objective, as listed in Article II, section 2 of these Bylaws, shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson. Committee chairs and all members of the committee are appointed by the President, subject to approval by the Executive Committee, unless otherwise stipulated elsewhere in these Bylaws. In the event that an officer position becomes vacant, the President appoints a member in good standing to the vacant position with the approval of the Executive Committee.

Section 7 The Chapter President is the voting representative for the Chapter at the Area Operating Committee or Regional Operating Committee meetings. A Professional Member or Member who is an elected officer of the Chapter may serve instead of the President if so, designated in writing to the Area Director or Region II Vice President.

Section 8 Chapter officers shall be elected by members of the Chapter. Chapter officers and Advisory Group Member on the ASSP Advisory Group shall be elected by members of the Chapter. The most immediate qualified Past President(s) will automatically be nominated for the Advisory Group Member(s) positions.

Section 9 The Chapter activity year shall be from July 1 to June 30.

Section 10 The Chapter shall develop, implement and maintain chapter guideline documents that will describe step-by-step procedures for operational activities, such as:

- 1) Bookkeeping procedures,
- 2) Auditing of the financial books, and
- 3) Steps required to change names, addresses, etc. on bank accounts, and other legal documents.

Section 11 Attachment A – Officer Duty Guidelines is a dynamic guide for Chapter Officers or Chairpersons.

ARTICLE V - OFFICERS

Section 1 Elected officers of the Chapter shall be:

- a) President
- b) President-Elect
- c) Vice President
- d) Secretary
- e) Treasurer
- f) Advisory Group Member on the ASSP Advisory Group

Section 2 Each elected Chapter officer shall be a Society member for one year prior to taking office, and any exceptions must be approved by the Region II Vice President.

Section 3 The President shall:

- a) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a representative for the Chapter at the Area A Operating Committee or Regional Operating Committee meetings.
- d) Provide leadership for programs and activities for the Chapter during the term of office.
- e) Appoint such committees as are necessary to implement the objectives of the Chapter.
- f) Submit a completed annual planning template to the Area Director or Region II Vice President and Society Headquarters by August 15. If the chapter opts to compete for Chapter of the Year, submit the Chapter's Chapter of the Year petition to the Area Director or Regional Vice President and Society Headquarters by August 15.
- g) Submit a completed Chapter Operations Management Tool (COMT) report to the Area Director or Region II Vice President and Society Headquarters by June 30, when their term ends.
- h) Submit the names of Chapter officers and advisory group member(s) elected for the ensuing year annually by May 31 to the Area Director, the Region II Vice President and Society Headquarters.

Section 4 The President-Elect shall:

- a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b) Assume responsibilities for the work of Committees as assigned by the President.
- c) Facilitate a planning committee to prepare and provide a Chapter Professional Development Conference or learning event open to all ASSP members and the community.

- Section 5 The Vice President shall:
- a) Succeed to the office of President-Elect and carry out its duties if the President-Elect is unable to serve.
 - b) Assume responsibilities for the work of coordinating technical meetings and assisting the President-Elect in the Chapter Professional Development Conference.

- Section 6 The Secretary shall:
- a) Maintain Chapter records and correspondence.
 - b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
 - c) Notify Chapter members about meetings.
 - d) Retain Custody of the Chapter Charter.
 - e) Assume the duties of the Treasurer as necessary.

- Section 7 The Treasurer shall:
- a) Maintain all financial records of the Chapter.
 - b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
 - c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
 - d) Submit a completed Chapter Dues Report by March 1 to Society Headquarters.
 - e) Complete the Chapter's audited income & expenses for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.
 - f) Assume the duties of the Secretary as necessary.

- Section 8 The Advisory Group Member on the ASSP Advisory Group shall:
- a) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
 - b) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
 - c) Actively discuss and provide input on issues/topics to the Board of Directors.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

- Section 1 The most recent immediate Past President available to serve shall be the Chairperson of the Nominations & Elections Committee. The Committee, including the Chairperson, will consist of neither no less than three (3) nor more than (5) members. One member shall be selected by the current Chapter President and the remainder by the Committee Chairperson. Officers serving in positions that succeed to the next Chapter officer level may

serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.

The current President of the Chapter cannot serve on the Nominations & Elections Committee. In cases where a Chapter does not have an immediate Past President available to serve as the Nominations & Elections Chair, the Chapter will notify the Regional Vice President, who will make the selection from qualified members of the Chapter.

Selection of the Nominations & Elections Committee Members shall be completed no later than April 1st and duly recorded and reported to Society. The full final Nominations & Elections Committee must approve the slate of officer candidates.

- Section 2 The Nominations & Elections Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 30 days in advance of the election.
- Section 3 Chapter members may submit a signed petition nominating an individual for elective office. The petition will require 5 signatures of ASSP members to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations & Elections Committee 30 days in advance of the election. The names and qualifications of such nominees shall be distributed to the membership at least 15 days prior to the election.
- Section 4 The term of elected Chapter officers shall be July 1 to June 30.
- Section 5 Election of officers for the ensuing year shall be held no later than the May Technical Meeting. A voting quorum will be those in attendance at the voting meeting, and the vote may be by voice vote. If there is more than one candidate for any office, the election shall be by secret ballot (written or electronic) distributed to the entire Chapter.
- Section 6 In the event a quorum is not present at the meeting, a special mail or electronic ballot will be sent to the Chapter Members, and a return of at least 15% of the Chapter current membership is required. The ballot process should take less than 30 days, with at least 15 days as a minimal period for response from the members and shall provide for an anonymous voter response.
- Section 7 Removal of elected Chapter officers shall be by a 2/3 vote of the Executive Committee at any regular or special Executive Committee Meeting at which a quorum of the Executive Committee is present or by Chapter members at any regular or special meeting at which a quorum of the Chapter is present. Grounds for removal from office can include, but is not

limited to dereliction of duty, and not adhering to the ASSP Code of Conduct. Upon presentation of a signed petition from 15 voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances. Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.

Section 8 Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.

- a) Should a vacancy occur in any elected office mid-term or later of that office, including Vice-President, Secretary, Treasurer, Secretary/Treasurer or any others, except President or President-Elect, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office, giving special consideration to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.
- b) Should a vacancy occur before mid-term, in the office of:
 - 1) President, the President-Elect shall succeed to the Presidency. If the President-Elect declines the position, a past President may serve as President for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in b) 2 of this section will be considered for filling the seat of President. The President-elect or a special Nominations & Elections Committee, appointed by the Chapter Executive Committee, will be responsible for completing the special election.
 - 2) President-Elect, the President shall:
 - (a) Appoint a special Nominations & Elections Committee.
 - (b) Publish notification of the election and the slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
 - (c) Receive at the Chapter meeting any additional nominating petitions as may be rendered and signed by the number of members specified in Article VI, Section 3.
 - (d) Conduct a voice vote at the Chapter meeting if there is only one nominee and a written ballot if there is more than one nominee for office. An electronic ballot option may also be provided.
 - (e) Ensure that the elected candidate assumes office immediately upon election.
- c) Should a vacancy occur at mid-term or later, in the office of:
 - 1) President, the President-Elect shall serve the unexpired term of the President in addition to the term for which he was originally elected.
 - 2) President-Elect, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President-Elect, then the position should be filled as noted in this Article and Section, paragraph b) 2).

- Section 9 Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.
- Section 10 Inability to serve: If after the election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

ARTICLE VII - SECTIONS

- Section 1 Sections may be formed by Chapters to serve 10 or more dues-paying (or Emeritus) Chapter members whose numbers are insufficient to permit the formation of a separate Chapter but whose geographical location, or common interest, within the Chapter, constitutes a unique opportunity to participate separately in Chapter affairs. A Student Section may be formed from Student Members attending an educational institution where that institution lies within the boundaries of the Chapter.
- Section 2 The group shall complete a section formation application. The section shall be approved by the Chapter and Area Operating Committee or, if applicable, Regional Operating Committee. The Section shall operate in accordance with Society and Chapter Bylaws.
- Section 3 Section members shall elect at a minimum a Chairperson and a Secretary/Treasurer and must abide by Article VII in the Chapter Bylaws.
- a) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President.
 - b) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; retain the Section Charter; maintain such financial records as are necessary; and keep the Chapter Officers informed of the Section's financial status.
 - c) The Chairperson of the Section shall appoint a Nominations & Elections Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.
 - d) The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use. The Treasurer shall monitor the list of members who have paid their dues, noting those who are members of a Section. Once a quarter, the Treasurer shall forward the calculated amount to each Section.
 - e) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional Operating Committee, and any funds and assets in the Section Treasury shall be remitted to the Chapter for Chapter use.

ARTICLE VIII - DUES

- Section 1 Each member, except Students, Emeritus, and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society dues.
- Section 2 All Society and Chapter dues shall be paid annually in advance by the anniversary of each Member's election date.
- Section 3 Chapter dues shall be approved by a majority vote of the Chapter membership at any regular or special meeting. All Chapter members shall be notified at least 30 days in advance regarding dues proposals. An electronic ballot may also be used for this process, with a minimum return rate of 20% of Chapter Members.

ARTICLE IX – MEETING

Section 1 The Chapter shall meet at least six times per year, and four of the meetings shall be Technical Meetings. Technical Meetings are those that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control, or elimination of hazardous exposures to people, property, or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.

Seven (7) Chapter members and at least one elected member of the Chapter Executive Committee, shall constitute a quorum at any regular or special Chapter meeting. In the event the Chapter does not attain a quorum at the next Chapter meeting, an electronic ballot may be sent to the Chapter to approve Bylaw amendments, with at least 25 Chapter Members responding.

Section 2 Executive Committee meetings shall be conducted at least six times per year, and the Chapter President will preside over the meeting. These meetings are necessary for managing the Chapter, including finance reports, strategic plans, governmental affairs, membership growth, and other business items needed to manage the Chapter successfully. Fifty (50) percent or more of the Executive Committee, present at a Committee Meeting, shall constitute a quorum.

Section 3 Special meetings of members may be called by the Chapter Executive Committee. The notice calling for such a meeting shall state the purpose of the meeting; such a notice is to be sent to each Member at least two weeks in advance.

Section 4 The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Chapter, unless otherwise provided in these Bylaws.

ARTICLE X - MISCELLANEOUS

Section 1 The Chapter may be dissolved by Chapter members in the following manner:

- a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
- b) Within 30 days following the Chapter Executive Committee action, a mail or e-mail ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, they shall be counted by the Chapter Executive Committee. A two-thirds (2/3) vote is required for approval of the action.
- c) Upon the adoption of the resolution to dissolve, the Officers shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.

Section 2 If a Chapter Executive Committee no longer exists, a Chapter Member may make a recommendation for dissolving a Chapter to the Regional Vice President and Area Director for their review. Upon the approval of the Area Operating Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 3 The Society Board of Directors may dissolve the Chapter after failure of the Chapter to conform to minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice, the Chapter Officers shall carry out the dissolution of the Chapter.

Section 4 The official Society symbol may be used by the Chapter on correspondence, publications, and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

- Section 5 Any fundraising projects or activities shall be limited to those activities that are consistent with the purpose of the Society and the Chapter.
- Section 6 Chapter Officers shall assure retention of needed Chapter and Membership records by adhering to the following records retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period. Records may be maintained by either hard copy or by electronic file.
- a) Minutes of meetings – 7 years.
 - b) Correspondence - 2 years following completion of the Chapter year.
 - c) Financial Records - 7 years following completion of the Chapter year.
- Section 7 Chapter Executive Committee Members shall not enter into any contractual agreement that obligates the Chapter financially for more than \$1500.00 without the approval of the Executive Committee, unless the obligation is contained in the approved budget. Furthermore, any such contract must be reviewed and approved by the Region II Vice President prior to the execution of the contract.

ARTICLE XI - AMENDMENTS

- Section 1 Amendments to these Bylaws may be proposed by the Chapter Executive Committee or the Chapter Bylaws Committee or by 25 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.
- Section 2 The Chapter Executive Committee shall publish any proposed amendments to the Membership at least 30 days in advance of the meeting at which action will be taken.
- Section 3 Amendments shall be voted on at a regular or special Chapter Meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval. In the event that the Chapter does not attain a quorum at the next Chapter meeting, an electronic ballot may be sent to the Chapter to approve Bylaw amendments.
- Section 4 All amendments to these Bylaws will become effective after approval by the Area Director and Region II Vice President.

Approved by the NMASSP Executive Committee on November 2022
Amended by the NMASSP Executive Committee on August 2022
Approved by the Board of Directors, August 2022, December 2017
Amended in August 2022, November 2017, October 2016, October 2014, January 2012, January 2009, February 2007, February 2006, June 2003, June 2001, May 1997, June 1991, October 1990

Attachment A - Chapter Officers or Chairpersons Guidelines of Duties

President

Bylaws Requirements

- a) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a representative for the Chapter at the Area A Operating Committee or Regional Operating Committee meetings.
- d) Provide leadership for programs and activities for the Chapter during the term of office.
- e) Appoint such committees as are necessary to implement the objectives of the Chapter.
- f) Submit a completed annual planning template to the Area Director or Region II Vice President and Society Headquarters by August 15. If the chapter opts to compete for chapter of the year, submit the Chapter's chapter of the Year petition to the Area Director or Regional Vice President and Society Headquarters by August 15.
- g) Submit a completed COMT Report to the Area Director or Region II Vice President and Society Headquarters by June 30 when their term ends.

Other Duties

- Advisory Group Members actions to officers or members
- Answer questions of chapter members
- Communicate with the Region or Society over questions or issues within the Chapter
- Arrange an "Officer Induction" session each year as new officers enter the Executive Committee on July 1. This session should be done in June or July, just before taking office or shortly thereafter. Traditionally, this has been a gathering at a restaurant with appetizers or dinner; however, there is no set requirement.
- Arrange a "Holiday Social" event near calendar year end. Commonly, this event is scheduled in early December. Traditionally, this has been a gathering at a restaurant with appetizers or dinner; however, there is no set requirement.

President Elect

Bylaws Requirements

- a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b) Assume responsibilities for the work of Committees as assigned by the President.
- c) Facilitate a planning committee to prepare and provide a Chapter Professional Development Conference or learning event open to all ASSP members and the community.

Other Duties

- Assemble a planning committee for the educational event and Advisory Group Member functions to team members. Traditionally, this event is in April, but there is no set time

frame. It is best to begin planning about 8 months prior to the scheduled event. Attempt to schedule this event distant from other professional organizations events, e.g., AIHA, ACHMM.

- Planning Committee duties:
 - Secure a venue to hold the event; hotel, conference center, or such
 - Registration – how will attendees sign up and pay, e.g., PayPal or such
 - Establish food service; normally the event is 2 days long, so lunch is served each day
 - Secure speakers, request their bios and abstracts for an agenda
 - invite vendors, establish their entry fees
 - communications and advertising; advertising should begin 3 to 4 months ahead of the event. Publish the agenda for attendees to see who is presenting.
 - bulletin or agenda production
 - speaker gift purchases,
 - ensure A/V equipment is present

Vice President

Bylaws Requirements

- a) Succeed to the office of President-Elect and carry out its duties if the President-Elect is unable to serve.
- b) Assume responsibilities for the work of coordinating technical meetings and assisting the President-elect in the Chapter Professional Development Conference.

Other Duties

- Ensure to bring audio/visual equipment to the technical meetings.
- Introduce guest speakers at Technical Meetings
- Provide a sign-in sheet for technical meeting attendees, announce its presence, collect the sign in sheet and ensure that it is entered into COMT (The President may enter this).

Secretary

Bylaws Requirements

- a) Maintain Chapter records and correspondence.
- b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- c) Notify Chapter members about meetings.
- d) Retain Custody of the Chapter Charter.
- e) Assume the duties of the Treasurer as necessary.

Other Duties

- Send communications to members without email

Treasurer

Bylaws Requirements

- a) Maintain all financial records of the Chapter (7 years retention).
- b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d) Submit a completed Chapter Dues Report by March 1 to Society Headquarters.
- e) Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.
- f) Assume the duties of the Secretary as necessary.

Other Duties

- Prepare and submit to the Executive Committee a monthly statement of finances. Normally this is looked at and approved at EC meetings. The statement becomes a formal component of the EC meeting record.

Advisory Group Member

Bylaws Requirements

- a) Operate in accordance with Advisory Group Procedures and Society Bylaws.
- b) Keep the Chapter informed of Advisory Group actions and proposed actions and transmit the Chapter's opinions and views on Society activities to the Advisory Group.

Other Duties

- Attend Advisory Group virtual meetings.

Membership Chair

- Greet Members at Technical Meetings
- Send Thank You Emails to Technical Meeting Participants
- Send surveys to Technical Meeting Participants requesting feedback on Technical Speakers
- Chair Membership Campaigns
- Facilitate "Phone Trees" for current ASSP membership events
- Plan membership events (December & July)

Newsletter/Communications Chair

- Newsletter preparation, editing, proofing, sending

Other duties that need to be assigned:

- Website maintenance and updating info (secretary??)

All Officers:

- At the end of your term, schedule a Pass-Down meeting with your successor.
 - Describe the current state of affairs, current action items open, nuances to the position, embellish this document.
- Promote membership to others
- Promote volunteering with Chapter, as an officer nominee, PDC planning, etc.
- Represent the Chapter and ASSP as a professional and advocate.